



## CITY OF ELLENSBURG

### EMPLOYMENT OPPORTUNITY

#### POLICE CAPTAIN

**DEPARTMENT:** Police  
**SALARY:** \$6,130 - \$8,173/month – FLSA Overtime Exempt  
**OPENING DATE:** April 2, 2015  
**CLOSING DATE:** April 30, 2015

#### **JOB SUMMARY:**

In the absence of the Chief of Police, the employee may assume responsible control of the Department, perform the duties and exercise the powers incidental to the office of the Chief of Police. Provide a variety of complex analytical, administrative and technical work in the development of programs, services, policies and procedures to devise the most efficient and effective methods of accomplishing the work of the Ellensburg Police Department.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

All of the following are to be performed while adhering to City of Ellensburg and Ellensburg Police Department operational policies, safety rules, and procedures.

Provide administrative support and professional advice to the Chief of police; assist in development of policies, short and long range plans, and preparation of a variety of studies, reports, and related information for decision making purposes; conduct research, analysis, and prepare recommendations regarding proposals for programs, grants, services, budget, equipment, etc.; assist in department hiring process including interviewing and recommendations

Attend meetings in the absence or at the direction of the Chief and attend/conduct regularly scheduled staff meetings

Monitor department expenditures and assist in the preparation of annual budget requests

Provide direct supervision of Patrol and/or Detective Sergeants; provide professional advice to supervised staff; conduct performance evaluations at least annually or more often if needed; oversee scheduling of employees and planning, assigning, and directing work; schedule trainings; conduct internal affairs investigations as directed

Manage assigned operations to achieve departmental goals within available resources; review and evaluate programs and services to determine whether they meet department goals and mission; plan study of work problems and procedures such as organizational change, communications, information flow, inventory control, or cost analysis; coordinate activities with other departments and agencies as needed

Assist in media relations; give presentations to supervisors, boards, commissions, civic groups, and the general public as assigned

Manage property and evidence room; oversee department motor vehicle fleet; 24 hour on-call responsibilities; perform regular police officer duties as needed

Other duties may be assigned.

**This is a representative sample--not to imply a complete listing of responsibilities and tasks.**

**SUPERVISORY RESPONSIBILITIES:**

Responsible for the supervision of Patrol Sergeants, Detective Division, Animal Control and Shelter, Code Enforcement, Reserve Officers, other staff as directed. Carries out supervisory responsibilities in accordance with department and City policies and applicable laws.

**SUPERVISION RECEIVED:**

Work is performed under the general direction of the Chief of Police.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Must have a minimum of ten (10) years' experience, to include holding the rank of Sergeant or above for a minimum of forty-eight (48) months, as commissioned officer with a Municipal, County, or State law enforcement agency with general law enforcement authority.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as interest, percentages, area, circumference, and volume. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fraction, percentages, ratios, and proportions to practical situations.

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

(A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Extensive knowledge of City's geography. Routinely exposed to confidential information; may disseminate such information consistent with departmental policies and procedures, requiring judgment.

(B) Skill in the operation of the tools and equipment listed below;

(C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow and give verbal and written instructions.

**CERTIFICATES, LICENSES, AND REGISTRATIONS:**

Must possess, or be able to obtain by time of hire, a valid Washington State Driver's License without record of suspension or revocation in any state; At time of hire possess Basic Law Enforcement Training Certification with current and valid Washington State Peace Officer Certification granted by the Washington State Criminal Justice Training Commission (WSCJTC) or be able to obtain Certificate of Equivalency as defined by WAC 139-05-210 within one year of appointment; Must currently possess or successfully obtain Mid-level Managers Certification granted by WSCJTC within one year of appointment.

**TOOLS AND EQUIPMENT USED:**

Police car, police radio, radar gun, handgun and other weapons as required, handcuffs, breathalyzer, pager, first aid equipment; fire extinguisher; personal computer including word processing software, tape measure, bullet-proof vest, flashlight, basic office supplies, radar/laser gun; copy machine; fax; shredder; telephone camera, PBT

**PHYSICAL REQUIREMENTS/DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must have the ability to maintain physical condition and endurance to function effectively in emergency situations.

The employee must meet the Department's required medical and physical agility standards.

Work is performed while walking or driving in varying weather conditions. The employee risks physical hazard from mechanical equipment, exposure to hazardous chemicals and fumes, and violent suspects. The employee will be subject to call on a 24-hour basis for emergencies and variable duty schedules.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk, climb or balance, and taste or smell.

The employee must be able to perform heavy manual labor, including but not limited to, bending, stooping, twisting, pulling, working in confined spaces. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to wet and/or humid conditions, fumes or airborne particles, and vibration. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock, and vibration.

Performance of hazardous tasks under emergency conditions may require strenuous exertion under such handicaps as limited visibility, exposure to hazardous or toxic chemicals and gases, extremes in temperatures and weather, cramped surroundings, and contact with death, emotional stress, contagious disease and terminal illness.

The noise level in the work environment is usually moderate to loud.

**KEY RELATIONSHIPS:**

The key relationships described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee will provide information/collect information and coordinate projects and activities with KITTCOM, courts and prosecutors, DSHS and CPS, other area law enforcement agencies, the City Council, the Fire Department, and various community groups. Contact will be made in writing, by telephone, in person, and/or through teaching or formal instruction. The employee will solve problems with courts and prosecutors, DSHS and CPS, other area law enforcement agencies, the City Council, the Fire Department, and various community groups. Contact will be made in writing, by telephone, in person, and/or through teaching or formal instruction.

The employee will negotiate solutions within policy guidelines. Contact will be made in writing, by telephone, in person, and/or through teaching or formal instruction.

***This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

**BENEFITS:** LEOFF Retirement System and Social Security; Medical, Dental, Life, & Disability Insurance, vacation leave, sick leave, holidays, and executive leave.

This position is FLSA Exempt, Non-union, Non-civil service

**FILING OF AN APPLICATION:** A COMPLETED ORIGINAL **CITY OF ELLENSBURG APPLICATION FORM** IS REQUIRED. A RESUME SUBMITTED IN LIEU OF THE COMPLETED APPLICATION PACKET **WILL NOT** BE PROCESSED. Application forms may be obtained from the 1st floor foyer or Human Resources Department, 501 North Anderson Street, Ellensburg, WA 98926. All applications will be reviewed and those applicants who most satisfactorily meet the requirements will be tested and/or interviewed. Reference checks will be made prior to an offer of employment. Appointment will be made as soon thereafter as possible.

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, ALL NEW EMPLOYEES WILL BE ADVISED OF ACCEPTABLE DOCUMENTS TO VERIFY IDENTITY AND WORK AUTHORIZATION, WHICH MUST BE SUBMITTED WITHIN THREE (3) DAYS OF DATE OF HIRE. THIS IS A CONDITION OF EMPLOYMENT WITH THE CITY OF ELLENSBURG.

The City of Ellensburg is an equal opportunity employer and encourages applications from all persons without regard to race, creed, color, national origin, sex, age, marital status, disability or any other non-merit factor. We will provide reasonable accommodation to disabled applicants, if requested and the Human Resources Department is notified at least two (2) days prior to the need.

---

***THE CITY OF ELLENSBURG IS AN EQUAL OPPORTUNITY EMPLOYER  
EOE/M/F/D/V***

HUMAN RESOURCES: (509) 962-7222

FAX: (509) 962-7143